

Microsoft Word 2010

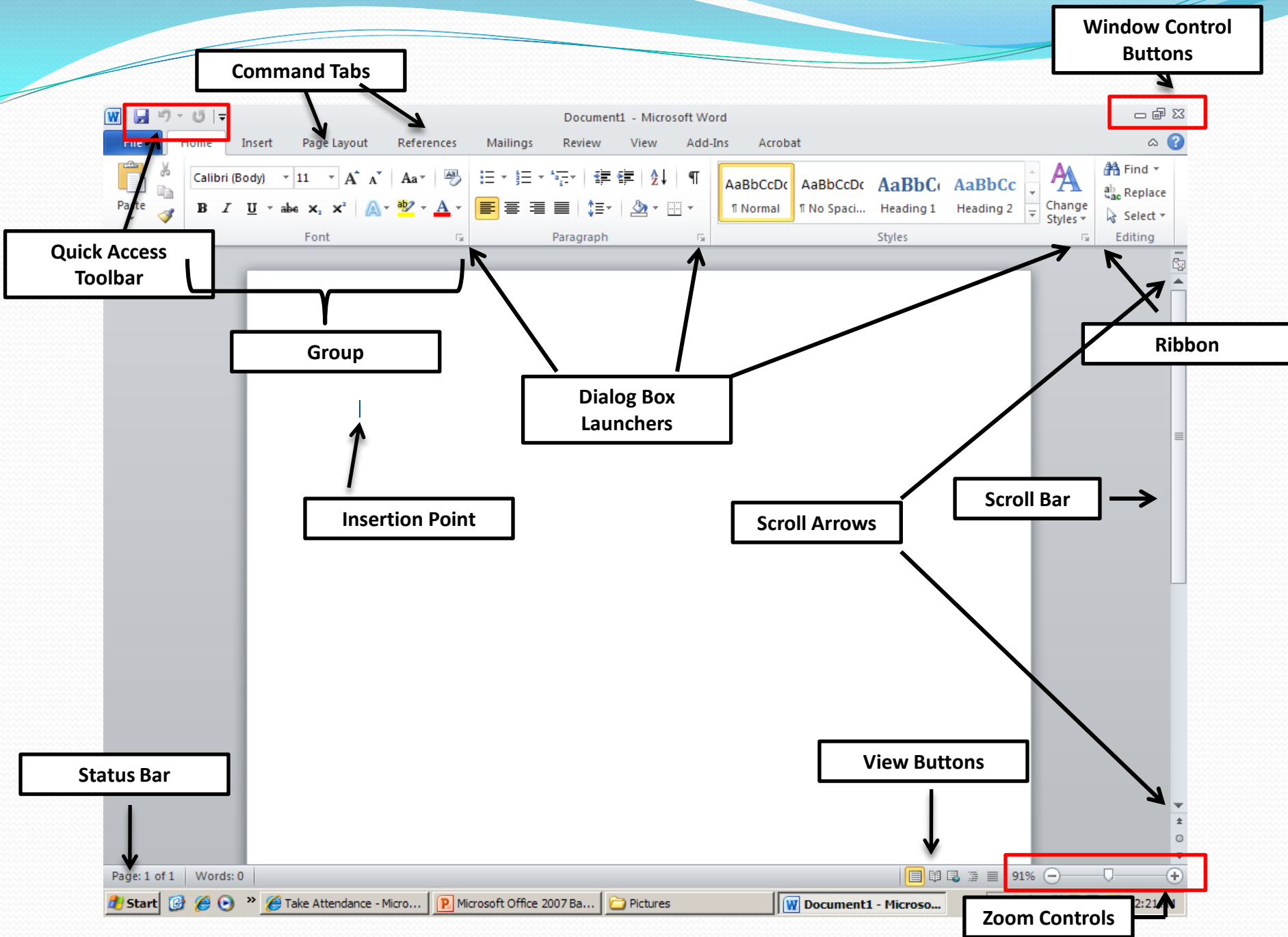
Basics

Opening Microsoft Word 2010

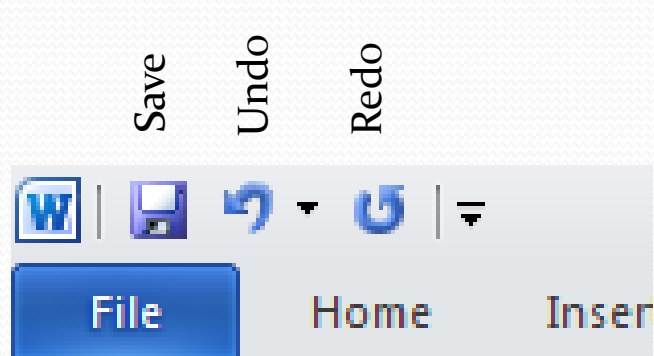




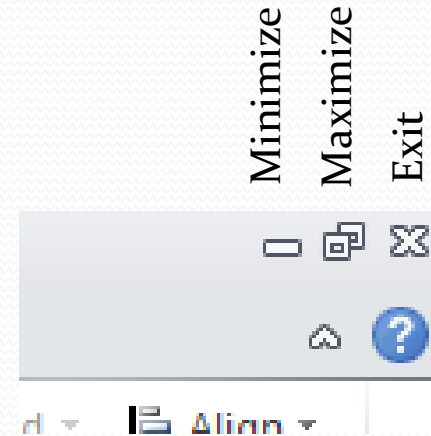
Word 2010 Opening Screen



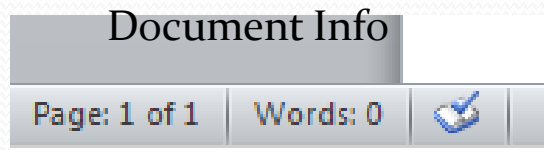
Closer Look



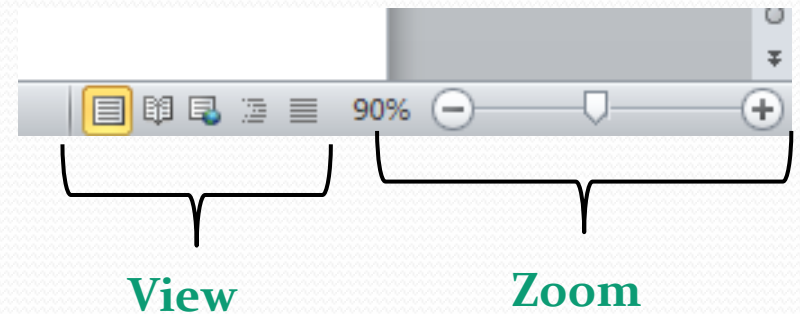
Quick Access Toolbar



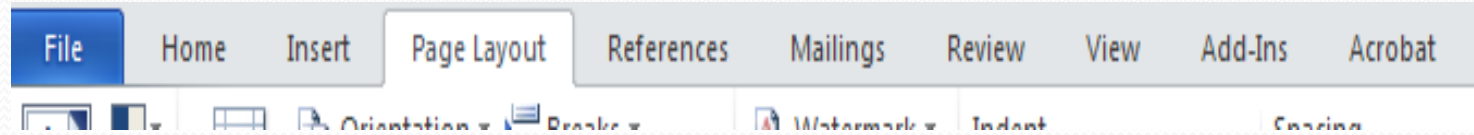
Window Control Buttons



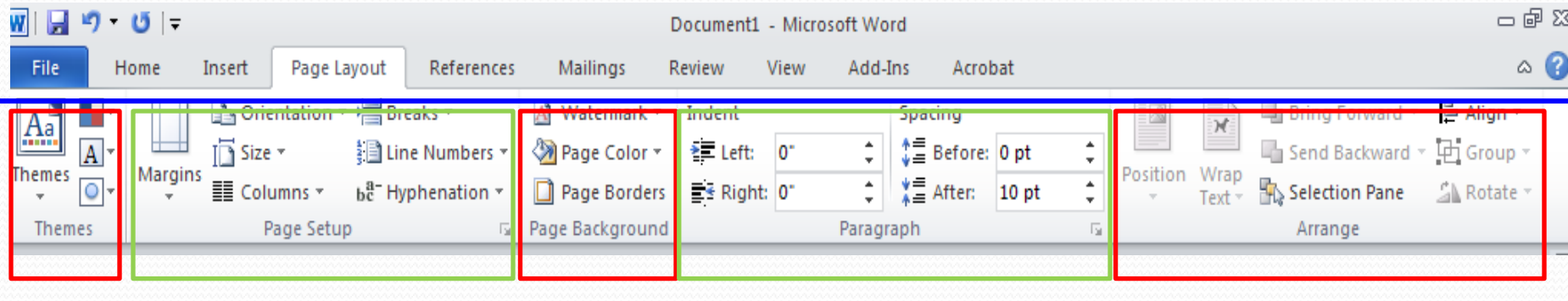
Status Bar



Closer Look



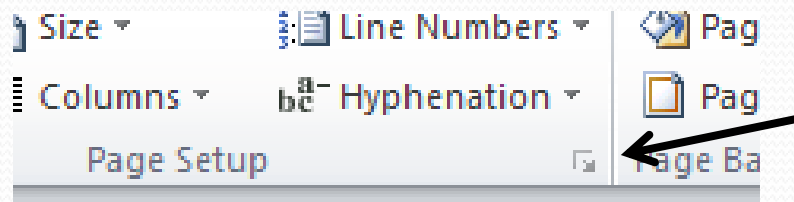
Command Tabs



→ Different Groups

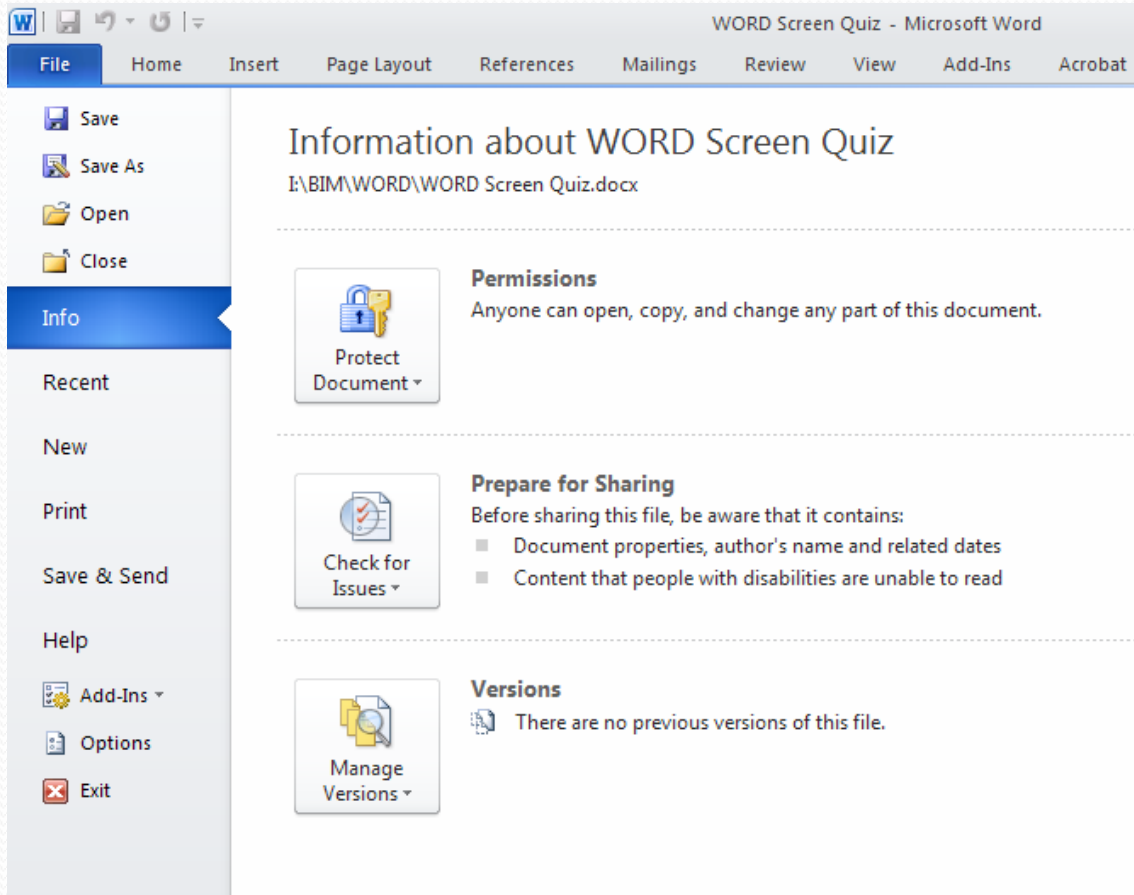


→ Ribbon



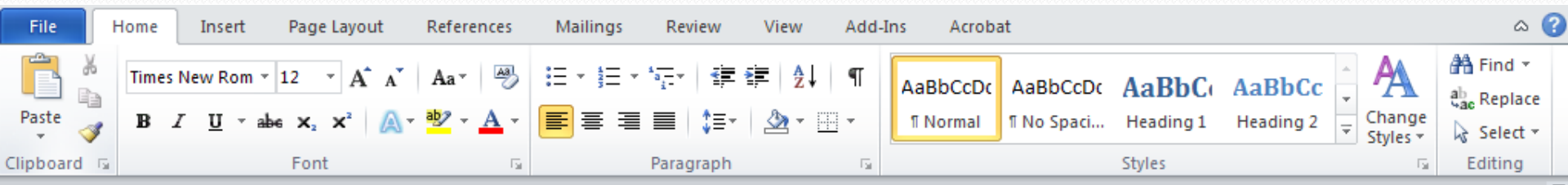
Dialog Box Launcher

File Tab



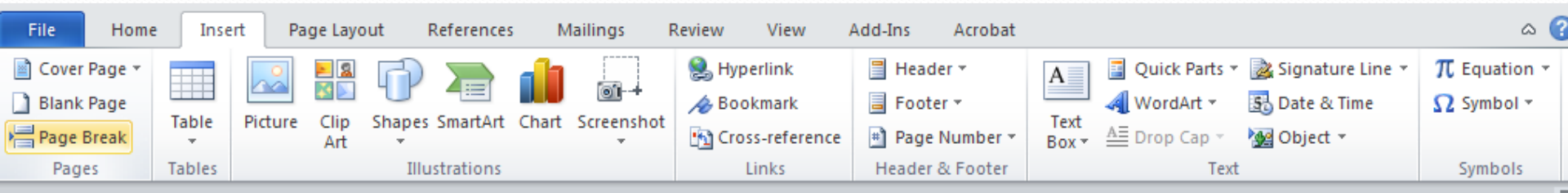
- Save File
- Open File
- Print
- Exit

HomeTab



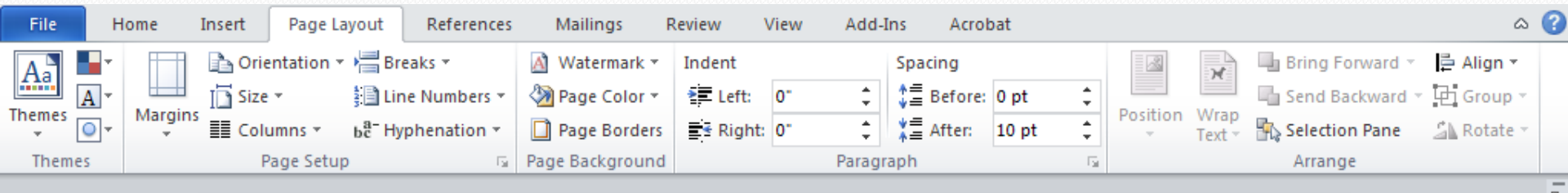
- Copy/Paste
- Font Size/Color/Style
- Bullets/Line Spacing/Indent
- Preset Font Styles
- Find/Replace

Insert Tab



- Insert Pages
- Create Table
- Pictures/Shapes/Charts
- Add Links
- Headers/Footers/Page #'s
- WordArt/Signature/Date
- Symbols

Page Layout Tab



- Page Themes
- Page Size/Margins/Columns
- Page Color/Borders
- Paragraph Indentations
- Arrange Text/Objects

Remember...

**Always save your files in your I-Drive → BIM Folder →
WORD Subfolder**

WORD Opening Screen Quiz TOMORROW!!